



# California Civil Liberties Public Education Program

## 2021-2022 Grant Guidelines

*A program of the California State Library*

Updated on March 18, 2022 (page numbers, date of informational webinar added)

**Deadline: April 25, 2022 Online Submission**

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# California Civil Liberties Public Education Program

2021-22 Fiscal Year

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# California Civil Liberties Public Education Project Grant Program GUIDELINES

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This document describes grant eligibility and funding requirements for the California Civil Liberties Public Education Program during the 2021-22 fiscal year. *Please read these guidelines carefully when applying for a grant.*

## Overview

“The purpose of the California Civil Liberties Public Education Act is to sponsor public educational activities and the development of educational materials to ensure that the events surrounding the exclusion, forced removal, and internment of citizens and permanent residents of Japanese ancestry will be remembered, and so that the causes and circumstances of this and similar events may be illuminated and understood.”<sup>1</sup>

This program is administered by the California State Library.<sup>2</sup>

## History of Japanese Internment

Prior to World War II, California was home to more Japanese Americans than any other state. In the wake of Japan’s attack on Pearl Harbor in Hawaii, wartime hysteria and widespread prejudice against individuals of Japanese descent led to President Franklin Roosevelt’s signing of Executive Order 9066 on February 19, 1942.

The executive summary of *Personal Justice Denied*, a report published in 1982 (Part 1) and 1983 (Part 2) by the Commission on Wartime Relocation and the Internment of Civilians, says that this order:

“... gave to the secretary of war and the military commanders to whom he delegated authority, the power to exclude any and all persons, citizens and aliens, from designated areas in order to provide security against sabotage, espionage and fifth column activity. Shortly thereafter, all American citizens of Japanese descent were prohibited from living, working or traveling on the west coast of the United States.”

As a result of this executive order, according to *Personal Justice Denied*:

“... American citizens and their alien parents were removed by the Army, first to ‘assembly centers’ – temporary quarters at racetracks and fairgrounds – and then to ‘relocation centers’ – bleak barrack camps mostly in desolate areas of the West. The camps were surrounded by barbed wire and guarded by military police.”<sup>3</sup>

Over 122,000 United States citizens of Japanese ancestry and permanent resident aliens of Japan were affected – many of them Californians.

As the Commission on Wartime Relocation and the Internment of Civilians says:

“For a large number ... the war years were spent behind barbed wire; and for those who were released, the prohibition against returning to their homes was not lifted until December 1944.”<sup>4</sup>

### **Congressional Action in the 1980s**

Almost 40 years after Executive Order 9066, Congress conducted a bipartisan review of the executive order’s impact. As a result, a federal law was enacted to issue a public apology for internment, make individual restitution to those interned and create a public education fund.

The federal Civil Liberties Public Education Fund spent \$5 million in grant money over three years to support various projects throughout the United States.

### **The California Civil Liberties Public Education Program**

In 1998, the state Legislature created the California Civil Liberties Public Education program. The original legislation establishing the program, Assembly Bill 1915, was carried by then Assembly member Mike Honda of Santa Clara. Legislation in 2000 by Assembly member George Nakano of Torrance continued the program for several more budget years.

Legislation in 2017 by Al Muratsuchi, AB 491, clarified administrative details, established an advisory board, and encouraged projects that provide information about civil rights violations or civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation as well as the internment of Japanese Americans during World War II.

The program received funding of as high as \$1 million annually from 1998 through 2011. Funding was eliminated in the budget for the fiscal year beginning July 1, 2011.

At the request of Assemblyman Phil Ting of San Francisco, Gov. Brown approved \$1 million in one-time funding for the program in the 2016-2017 fiscal year.<sup>5</sup> With support from legislators like Assembly members Ting and Muratsuchi, the governor included \$3 million in the 2017-18 budget to continue funding through June 30, 2020, with programming through to June 30, 2021.

In June 2021, Governor Gavin Newsom approved \$5 million in program funds for three years through to June 30, 2024, with programming through to June 30, 2026.

### **Purpose**

California law states:

“The purpose of the California Civil Liberties Public Education Act is to sponsor public educational activities and development of educational materials to ensure

that the events surrounding the exclusion, forced removal and internment of citizens and permanent residents of Japanese ancestry will be remembered, and so that the causes and circumstances of this and similar events may be illuminated and understood.”

The law also states<sup>6</sup>:

“Grants allocated pursuant to this section shall be provided for the general purpose of establishing a legacy of remembrance as part of a continuing process of recovery from World War II exclusion and detention, as well as similar civil rights violations or civil liberties injustices that have been carried out against other communities or populations, and specifically to do the following:

(1) Educate the public regarding the history and the lessons of the World War II exclusion, removal, and detention of persons of Japanese ancestry through the development, coordination, and distribution of new educational materials and the development of curriculum materials to complement and augment resources currently available on this subject matter.

(2) Educate the public through the development, coordination, and distribution of new educational materials and the development of curriculum materials to complement and augment resources currently available on this subject matter regarding the history and the lessons of civil rights violations or civil liberties injustices that have been carried out against other communities or populations, including, but not limited to, civil rights violations or civil liberties injustices that are perpetrated on the basis of an individual’s race, national origin, immigration status, religion, gender, or sexual orientation.

(3) Link historic civil rights violations or civil liberties injustices with current civil liberties challenges.

(4) Develop videos, plays, presentations, speaker bureaus, and exhibitions for presentation to elementary, secondary, and community college audiences.

## **Overall Funding and Grant Request Amounts**

The state budget for the 2021-2022 fiscal year contains \$5 million for the California Civil Liberties Public Education program. Of these funds, the State Library expects to allocate up to one third for the California Civil Liberties Program in the late spring or early summer of 2022.

Grant requests may be made in the following categories:

- **Education, Preservation, Public Media, Museums** – Maximum grant request of \$125,000
- **Community Projects** – Maximum grant request of \$50,000

## **Applicant Eligibility**

- Applicants must be:
  - California-based non-profit organizations formed under section 501(c)(3) of the Internal Revenue Code in good standing<sup>7</sup>; or
  - California-based satellite offices of a regional or national non-profit organization formed under section 501(c)(3) of the Internal Revenue Code in good standing<sup>8</sup>; or
  - a unit of California local or state government.
- Applicants are encouraged to apply in partnership but only one organization is the lead applicant who will assume financial and contractual responsibilities if awarded a grant.
- Applicants can use fiscal agents.<sup>9</sup> The fiscal agent, acting as the applicant organization, assumes financial and contractual responsibilities if awarded a grant.
- Applicants may submit only one application for the 2021-2022 fiscal year unless they are acting as a fiscal agent for other projects.

## **General Applicant Requirements, All Applicants**

Successful applicants to the civil liberties program must demonstrate **in the application** that they meet the following criteria:

- (1) Applicants demonstrate the capability to administer and complete the proposed project within specified deadlines and within the specified budget.
- (2) Applicants have the experience, knowledge, and qualifications to conduct quality educational activities regarding the exclusion and detention of Japanese Americans during World War II and to link that period of history with current civil liberties challenges, including, but not limited to, civil rights violations or civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.

## **General Project Requirements, All Applicants<sup>10</sup>**

Project proposals for funding from the civil liberties program must address the following:

- (A) Projects link the Japanese American exclusion and detention experience with the experiences of other communities or populations so that the cause and circumstances of this and similar violations of civil rights or acts of injustice may be illuminated and understood and link those experiences with current civil liberties challenges, including, but not limited to, civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.
- (B) Projects are designed to maximize the long-term educational impact of this chapter.
- (C) Projects build upon, contribute to, and expand upon the existing body of educational and research materials on the exclusion and detention of Japanese Americans

during World War II or similar violations of civil rights or acts of injustice carried out against a particular community or population.

- (D) Projects include the variety of experiences regarding the exclusion and detention of Japanese Americans and its impact before, during, and after World War II, including those Japanese Americans who served in the military and those who were incarcerated in Department of Justice camps, and link those experiences with current civil liberties challenges, including, but not limited to, civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.

## **Encouraged Project Components**

Applicants for grants are encouraged to do each of the following<sup>11</sup>:

- (1) Involve former detainees, those excluded from the military area, and their descendants in the development and implementation of projects.
- (2) Involve individuals and their descendants from communities or populations that have experienced civil rights violations or acts of injustice in the development and implementation of projects.
- (3) Develop a strategy and plan for raising the level of awareness and understanding among the American public regarding the exclusion and detention of Japanese Americans during World War II so that the causes and circumstances of this and similar events may be illuminated and understood.
- (4) Develop a strategy and plan in the development and implementation of projects for raising the level of awareness and understanding among the American public regarding current civil liberties challenges, including, but not limited to, civil rights violations or civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.
- (5) Develop a strategy and plan for reaching the broad, multicultural population through project activities.
- (6) Develop local and regional consortia of organizations and individuals engaged in similar educational, research, and development efforts.
- (7) Coordinate and collaborate with organizations and individuals engaging in similar educational, research, and development endeavors to maximize the effect of projects.
- (8) Utilize creative and innovative methods and approaches in the research, development, and implementation of their projects.

- (9) Seek matching funds, in-kind contributions, or other sources of support to supplement their proposal.
- (10) Use a variety of media, including new technology, and the arts to creatively and strategically appeal to a broad American public while enhancing and enriching community-based educational efforts.
- (11) Include in the grant application scholarly inquiry related to the variety of experiences and impact of the exclusion and detention of persons of Japanese ancestry during World War II, as well as its relationship to the experience of other populations so that the causes, circumstances, lessons, and contemporary applications of this and similar events will be illuminated and understood.
- (12) Include in the grant application scholarly inquiry related to the variety of experiences and impact of civil rights violations or acts of injustice carried out against a particular community or population, as well as their relationship to the experience of other communities or populations so that the causes, circumstances, lessons, and contemporary applications of this and similar events will be illuminated and understood.
- (13) Add relevant materials to or catalogue relevant materials in libraries and other repositories for the creation, publication, and distribution of bibliographies, curriculum guides, oral histories, and other resource directories and supporting the continued development of scholarly work on this subject by making a broad range of archival, library, and research materials more accessible to the American public.

## **Application Categories**

In keeping with the goals of the civil liberties program, the State Library, in consultation with various entities, has identified the following categories for investment:

- **Education**
- **Preservation**
- **Public Media**
- **Museums**
- **Community Projects**

Each has different eligibility and project criteria. Please read below.

## **Education, Preservation, Public Media, and Museum Projects**

### **Education Projects**

Applicants in this category are educational organizations or units of government, or nonprofits or units of government that can provide high-quality educational support services to the education K-12 and higher education community.



## Key Components

Education Projects should:

- Educate the public regarding the history and the lessons of the World War II exclusion, removal, and detention of persons of Japanese ancestry through the development, coordination, and distribution of new educational materials and the development of curriculum materials to complement and augment resources currently available on this subject matter.
- Educate the public through the development, coordination, and distribution of new educational materials and the development of curriculum materials to complement and augment resources currently available on this subject matter regarding the history and the lessons of civil rights violations or civil liberties injustices that have been carried out against other communities or populations, including, but not limited to, civil rights violations or civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.
- Link historic civil rights violations or civil liberties injustices with current civil liberties challenges.
- Follow educational protocols and standards appropriate for the educational level.
  - For K-12 education, projects should align with the standards and framework for History-Social Science<sup>12</sup>, as well as augment the learning in other subject areas<sup>13</sup> including but not limited to English Language Arts, English Language Development, Visual and Performing Arts.
  - For college-level education, projects should be appropriately academically rigorous, follow higher-education protocols, and include expertise from widely accepted experts within the academic arena.
- Include detailed plans for implementing and disseminating educational materials to teachers, administrators, students and the general public in California that includes realistic and measurable fulfillment goals.<sup>14</sup>
- May include the development of videos, plays, presentations, speaker bureaus, and exhibitions for presentation to elementary, secondary, and community college audiences.

**Please Note:** This category of funding is intended for large-scale education projects that are fully or nearly fully devoted to the subject of this grant program and reach a significant portion of the K-12 and/or college-level population in California. Smaller projects in this subject area or that reach a limited audience should apply in the "Community Projects" category.

## Preservation Projects

Applications in this category include projects that preserve vital records, digitize materials and multi-media items, and other preservation efforts that protect source materials documenting the history, records and personal histories of the internment of Japanese-Americans and others during World War II and/or other groups in California that have experienced civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.

### **Key Components**

Preservation efforts may include: digitization, digital reformatting and preservation, in-house repair, improved storage and handling, security, environmental control and stabilization, conservation treatment and other vital preservation efforts.

**Please Note:** This category of funding is intended for large-scale, complicated preservation projects that are fully or nearly fully devoted to the subject of this grant program. Smaller projects in this subject area should apply in the “Community Projects” category.

### **Public Media Projects**

Applicants in this category are nonprofit media organizations; nonprofit organizations with media production, distribution or directly related support services as their central mission and activity; or units of government that have a public-media function such as operating a public media outlet.

### **Key Components**

Public Media projects should:

- Demonstrate the impact of the exclusion, forced removal and internment of civilians and permanent resident aliens of Japanese ancestry through professional media storytelling and/or reporting.
- Link the Japanese-American exclusion and detention experience with the experiences of other populations so that the cause and circumstances of this and similar violations of civil rights or acts of injustice may be illuminated and understood.
- Link historic civil rights violations or civil liberties injustices with current civil liberties challenges.
- Feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations.
- Foster community dialogue and engagement through innovative multiplatform information and media resources that include but are not limited to radio or television broadcast, digital media, interactive strategies, and/or live public events.
- Promote civic engagement, encourage collective problem solving and connect cultures, communities, and groups.

**Please Note:** This category of funding is for significant, comprehensive, multi-faceted projects and programs that have a large and widespread audience. Applicants with smaller projects and/or a smaller audience should apply in the “Community Projects” category.

### **Museum Projects**

Applicants in this category are museum or museum-related nonprofit organizations or units of government that can provide high-quality museum programming and displays to the California public.

### **Key Components**

Museum Projects should:

- Provide displays, lectures and other programming that educates the California public regarding the history and the lessons of the World War II exclusion, removal, and detention of persons of Japanese ancestry.
- Provide displays, lectures and other programming that educates the California public regarding the history and the lessons of civil rights violations or civil liberties injustices that have been carried out against other communities or populations, including, but not limited to, civil rights violations or civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.
- Link historic civil rights violations or civil liberties injustices with current civil liberties challenges.
- Feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations.
- Foster community dialogue and engagement through physical displays and virtual content,
- Promote civic engagement, encourage collective problem solving and connect cultures, communities, and groups.
- Include educational materials available for K-12 students and educators, including information and curriculum supports for in-person educational activities and online educational use that follow educational protocols and standards appropriate for the educational level:
  - For K-12 education, projects should align with the standards and framework for History-Social Science<sup>15</sup>, as well as augment the learning in other subject areas<sup>16</sup> including but not limited to English Language Arts, English Language Development, Visual and Performing Arts.
  - For college-level education, projects should be appropriately academically rigorous, follow higher-education protocols, and include expertise from widely accepted experts within the academic arena.
  - Online educational components should comply with student-data privacy law in California, and potential users – students, educators and general members of the public – should not have barriers to access, either online or in person.
- Include activities for members of the public, including but not limited to tours, lectures, online information and specialized programming related to the project.
- May include a variety of media for physical and online displays and program supports including (but not limited to) videos, presentations, speaker bureaus, interactive online discussions, unique use of technology (e.g. virtual reality, augmented reality) and other means.
- May include preservation components and aspects in the project.
- Physical and online programming should be accessible to individuals with disabilities.<sup>17</sup>
- Physical and online programming should be provided or complemented in languages other than English.
- Low-income California residents and visitors must have an easy-to-access method to view and participate in the museum project at no cost.
- Outreach and public awareness efforts and activities should be conducted for new, unique and underserved audiences to the museum facility, with efforts made to provide such outreach effort and activities in languages other than English.

- Museum facility and project display must be physically located in California and open to the public, with adherence to any and all local and state safety protocols concerning COVID-19 or other public-health issues or situations.

**Please Note:** This category of funding is intended for large-scale museum projects that are fully or nearly fully devoted to the subject of this grant program and reach a large number of California residents and visitors. Smaller projects in this subject area or that reach a limited audience or provide a portion of the above requirements should apply in the “Community Projects” category.

#### **Education, Preservation, Public Media, and Museum Project Maximum Request**

The maximum request amount for Education, Preservation, Public Media, and Museum projects is \$125,000.

### **Community Projects**

This category provides funding for a wide array of projects that focus on California and/or California-related groups and individuals whose civil liberties have been violated, using the civil rights violations set in motion from Executive Order 9066 as a principal topic, example or discussion point.

#### **Key Components**

Community Projects should do the following:

- Feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations.
- Provide opportunities for community participation and involvement in activities and discussions concerning civil liberties.
- Foster constructive community dialogue and engagement on the topic of civil liberties.
- Promote civic engagement, encourage collective problem-solving and improve relationships between cultures, communities and groups.
- May include the development of videos, plays, presentations, speaker bureaus, and exhibitions for presentation to elementary, secondary, and community college audiences.
- Connect the Japanese-American exclusion and detention experience with the experiences of other populations so that the cause and circumstances of this and similar violations of civil rights or acts of injustice may be illuminated and understood; and
- Produce a work that can be accessed by the public after its creation – ideally in a means or method that is sharable via digital media and the internet.

Community projects that educate the public about civil liberties and internment camps during World War II can take various forms. Past projects have included:

- Films, narrative and documentary
- Books (including graphic novels) and live readings
- Photo collections and exhibits
- Visual art exhibits
- Museum displays

- Arts performances of drama, dance and music
- Oral histories
- Document and material preservation
- Educational guides and curriculum
- Website tools
- Essay and literature projects
- Public art and monuments
- Music and recordings

The list above is by no means inclusive and is based on past projects during a time before the widespread use of social media, internet applications and other technical advances in communities, libraries, classrooms and other learning environments.

Projects involving mediums and venues reflective of these changes that still achieve the “Key Components” listed above are strong potential candidates for this program.

The maximum request amount for a “Community Project” grant is \$50,000.

**PLEASE NOTE:** California Civil Liberties Program funds in both the “Education, Preservation, Public Media, or Museums” and “Community Project” categories cannot be used for hospitality or purely social events; purchase of equipment principally used for other purposes than the described project; out-of-state travel; direct fundraising activities; advocating for specific policies, legislative action or partisan agendas; be promotional or purely celebratory in nature; or promote a particular political, religious, or ideological point of view. For more details on limitations, please see information under the heading “Proposals involving any of the following are NOT eligible under the program.”

## Matching Funds

Applicants are encouraged to seek additional investment in their project – ideally a dollar-for-dollar (1:1) match, if possible and applicable. The match may be from corporate contributions, private contributions, local government, earned income or in-kind matches, including labor from experts, volunteers, administrators and others. Matches are strongly encouraged but not required.

## Application Process

The application for the California Civil Liberties Public Education Program grants will be available in February 2022 through the California State Library website.

Grant applications are submitted through the online system on the California State Library website at <http://www.library.ca.gov/grants/civil-liberties/>.

There are various sections to the Civil Liberties grant application, and applicants will be expected to include the following:

- Basic Information (provide general information about the organization and project leads)

- Legislative Information (inform the State Library of the state senate, assembly, congressional and local representatives for the applicant)
- Information About Your Project
- Requested Amount
- Timeline
- Budget
- Applicant Information and Key Personnel
- Supplementary Materials

**Helpful Templates.** The California State Library has crafted templates in Excel to assist with the Timeline and Budget requirements for the application. Please see downloads available on the website at <http://www.library.ca.gov/grants/civil-liberties/>

Budgetary information needed for the application includes the Project Budget, the proposed Grant Expenditures, and the Project Income. Instructions and information are available in the Budget template as well as in the online application.

**Partial Save Feature.** Applicants may save an application as a draft at any time and add additional information, as long as all information is submitted, and applicants click "Apply" by the deadline date at midnight PST.

NOTE: Applicants should keep an eye on their application and must click "Apply" before the due date for the application to be considered. The California State Library staff may not be able to see partially completed applications. If applicants save drafts, they must not forget to come back before the deadline!

**Deadline:** The deadline is **April 25, 2022**. Questions may be addressed to [civil.liberties@library.ca.gov](mailto:civil.liberties@library.ca.gov). *Please note that technical assistance is only available during working hours 8:00 am – 5:00 pm Monday-Friday, excluding holidays.*

## **Review Criteria**

A nine-member advisory review panel comprised of five gubernatorial and four legislative appointees<sup>18</sup> will evaluate applications based on the following criteria:

### **Quality and Appropriateness of Project:**

- The applicant demonstrates the skills, expertise, and experiences central to the project's success and the project falls within the purpose of the California Civil Liberties Public Education Program, as described in the "General Project Requirements" and the "Key Components" for all grant categories.

### **Relevance for Wide Audiences, Uniqueness, and Connection to Civil Liberties Issues Today**

- The proposed project should be relevant to wide audiences, include unique or underserved populations, and connect to civil liberties issues today. Factors in this general criteria section include geographical distribution and underserved areas,

unique and underserved audience, unique techniques of engagement, high need in terms of subject matter, and other contributing factors.

**Project Impact:**

- The project demonstrates both reach and strong engagement with the public on the issue of civil liberties as well as significant education and awareness, information-sharing, participation and discussion to improve relationships between cultures, communities and groups.

**Fiscal Management & Project Leadership:**

- The project has realistic and achievable outcomes, demonstrates accountability, and includes an appropriate and complete budget. These criteria include the caliber of a project team, viability of a project budget, quality of implementation plans, overall fiscal health and the organizational capacity of an applicant, and/or the strength of collaborative partnerships, if applicable.

**Advisory Panel Evaluation and Ranking Process**

The advisory panel will review all applications and work samples in a multi-step process that involves a 100-point ranking system. Each of the four criteria subjects utilizes five questions for evaluation, with an evaluation between zero and five points per question, for a maximum ranking of 100 points. Rankings by panelists will be averaged to obtain the final score and comments will be noted to provide insight and information for final decisions.

**Final Decisions for Funding**

After receiving and reviewing the advisory panel's evaluations and recommendations, the State Library will announce final funding decisions.

If approved for support, grant totals may differ from the amount sought due to the level of funding available for the program. Determinations of final funding for grantees may be determined by the demand on the funding, the ranking of the particular application, and/or the comments the State Library receives from the advisory panel.

Should a grant award be less than the requested amount, the applicant must confirm that the goals of the original request still can be met or modified with a lower grant award. If the awarded amount is significantly different than the proposed amount, the potential grantees will be requested to submit a subsequent budget with the approved amount of funding.<sup>19</sup>

**Proposals with Civil Liberties grant requests for any of the following are NOT eligible**

- Projects involving fundraising activities, including grant writing
- Grantee organizations not currently in compliance on another California State Library grant
- Grantee organizations that are not currently in compliance with all relevant control agencies, such as the Internal Revenue Service, Franchise Tax Board, Secretary of State,

California Department of Justice/Attorney General, and other government control agencies for nonprofit corporations

- Grant requests for payments to federal agencies
- For-profit organizations as applicants
- Programs, projects or services intended for private use, or for use by restricted membership
- Programs or projects not accessible to the public
- Programs or projects that promote or appear to promote a particular political, religious, or ideological point of view
- Indirect overhead costs over 5 percent, including for schools, colleges, or universities<sup>20</sup>
- Cash reserves and endowment holdings
- Purchase of major equipment, land, buildings or construction
- Out-of-state activities including travel
- Non-educational social activities such as receptions, parties or galas
- Hospitality or food costs that are unrelated to travel
- Gifts and prizes, including cash prizes as well as physical items or gift certificates with monetary value
- Contributions and donations to other entities
- To pay fines and penalties, bad debt costs, and/or deficit reduction
- Expenses incurred before the start of the grant period, or after the ending date of the grant period without extension request and approval
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials



## Timeline

Date	Activity
February 18, 2022	Program Open and Guidelines Available
March 24, 2022	Optional Informational Webinar by Zoom (sign up for notification on the <a href="#">Civil Liberties</a> program mailing list to be emailed information or request zoom information <a href="https://forms.gle/Mg3hDrTJhagfEJm6A">https://forms.gle/Mg3hDrTJhagfEJm6A</a> ) – Session will be recorded and posted to website.
April 25, 2022	Application Deadline
May or June 2022	Advisory Panel Review
Spring /Summer 2022	Funding Notifications (expected)
Spring/summer 2022 until June 30, 2023	Funded Activity Period

## Grantee Requirements

- Include in the approved grant agreement copies of signed letters sent to the governor and state Senate and Assembly representatives thanking them for the grant award.
- Use the California State Library logo on printed, electronic materials and websites that specifically reference a grant.
- Credit on all printed and electronic materials must include: “This activity is funded by the California Civil Liberties Public Education Program.”<sup>21</sup>
- Give verbal credit to the California Civil Liberties Public Education program and the California State Library when discussing the project and activities supported by this grant.
- Submit a final report summarizing grant-funded activities and accomplishments at the end of the grant period.

## Questions?

Please address by email to [civil.liberties@library.ca.gov](mailto:civil.liberties@library.ca.gov) and a member of the California State Library's Library Development Services staff will respond.

## Endnotes

<sup>1</sup> Education Code Section 13000. (a). See full code at [http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=1.&article=](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=1.&article=)

<sup>2</sup> Education Code Section 13015-13030 may be found at [http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=)

<sup>3</sup> From *Personal Justice Denied*, an extensive investigation that included 20 days of hearings in cities across the country, particularly on the West Coast. Testimony was taken from more than 750 witnesses including evacuees, former government officials, public figures, interested citizens and historians. See the full report from the National Archives at <https://www.archives.gov/research/japanese-americans/justice-denied>

<sup>4</sup> *Personal Justice Denied*.

<sup>5</sup> The California State Library retains 10 percent of the budgeted amount to improve public access and maintain the educational value of materials created previously under this program, as well as administrative costs.

<sup>6</sup> This information may be found in the California Education Code 13000-13030 at [http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=)

<sup>7</sup> For a nonprofit corporation (under 501(c)(3)) of the Internal Revenue Code to be considered for this program, all required filings and paperwork with control agencies must be up to date and in good standing with relevant government control agencies. For California 501(c)(3) nonprofit corporations, control agencies include but may not be limited to the federal Internal Revenue Service, the Franchise Tax Board, the Secretary of State, and the Department of Justice/Attorney General. Nonprofits residing in other states may have additional control agencies at the state government level and are required to be in good standing as well.

<sup>8</sup> Charitable organizations (under 501(c)(3) of the Internal Revenue Code) associated with an accredited college or university that are in good standing are eligible for the CA Civil Liberties Program.

<sup>9</sup> A fiscal agent, also known as fiscal sponsorship, is described this way by the Trust for Cultural Innovation: "A fiscal sponsor is a nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects." Please see additional information from the National Council on Nonprofits at [www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits](http://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits)

<sup>10</sup> These general project and applicant requirements are based on the requirements as outlined in the California Education Code 13000-13030 – see [http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=)

<sup>11</sup> Information on the encouraged components of grant projects may be found in the California Education Code 13015(e).

<sup>12</sup> The History and Social Science Framework adopted in 2016 may be found on the California Department of Education's website at <https://www.cde.ca.gov/ci/hs/cf/hssframework.asp>.

<sup>13</sup> A listing of standards and support materials for K-12 education may be found on the California Department of Education's website at <https://www.cde.ca.gov/be/st/ss/>.

<sup>14</sup> There are over 6.2 million children in California's 10,477 K-12 schools in its 1,024 school districts. Additional information is available at <https://www.cde.ca.gov/ds/sd/cb/ceffingertipfacts.asp>.

<sup>15</sup> The History and Social Science Framework adopted in 2016 may be found on the California Department of Education's website at <https://www.cde.ca.gov/ci/hs/cf/hssframework.asp>.

<sup>16</sup> A listing of standards and support materials for K-12 education may be found on the California Department of Education's website at <https://www.cde.ca.gov/be/st/ss/>.

<sup>17</sup> We recommend utilizing the federal Institute of Museum and Library Services' various resources on accessibility at <https://www.imls.gov/issues/national-issues-priorities/accessibility-resources-museums-and-libraries>

<sup>18</sup> The bill by Assemblyman Al Muratsuchi, AB 491, signed into law in 2017 by Governor Brown established the advisory panel; see California Education Code 13015(c) at [http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=)

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<sup>19</sup> Modification of proposed goals because of lesser grant amounts must be approved by the California State Librarian.

<sup>20</sup> These grants are project-based funds. Appropriate and reasonable administrative costs are allowed, but not basic overhead in excess of 5%.

<sup>21</sup> In some situations the title of the program may be shorted to “California Civil Liberties Program” or “CA Civil Liberties Program.”